

Mortgage Company Escrow Payment FTP Processing

Account-based FTP Server

User Guide

Table of Contents

Section 1:	Introduction
Section 2:	Account-based FTP Server
Section 3:	User Registration
Section 4:	User Access
Section 5:	Escrow Payment Processing
Section 6:	Escrow Billing File Naming Standards
Section 7:	Escrow Payment File Naming Standards
Appendix A:	FTP Account Request Form

Section 1: Introduction

The Columbia County public File Transfer Protocol (FTP) server is one of the means of file exchange provided by Columbia County. The FTP server provides only for *account-based FTP access over the Internet*. Its primary purpose is to facilitate file transfer with Columbia County customers via the Internet. The FTP server Internet address for downloads is 68.216.79.104/escrow/download and for uploads is 68.216.79.104/escrow/upload. This resource was established to provide added value for Columbia County customers.

In this document, the FTP Server is referred to as the Columbia FTP Server.

The Columbia FTP Server access requires users to establish an account and be issued a password. Instructions for transmitting files are found in Section 4.

Section 2: FTP Account-based FTP Server

The Columbia FTP Server is designed to enable Columbia County customers to exchange files over the Internet with Columbia County. This exchange of data simplifies the transfer of data and eliminates the need for magnetic media.

The primary application of the Columbia FTP Server is to provide a depository for Columbia County customers to drop off and pick up files. The Columbia County Tax Commissioners Office administers the Columbia FTP Server. Columbia County Tax Commissioners Office also controls account access.

It must be emphasized that this is not a secure site and all data transfers could be viewed by others on the Internet.

Columbia County will not be held accountable for inaccuracies that occur due to FTP interference. Interference is defined as any act occurring outside of the Columbia FTP Server and further defined as any portion of the connection that Columbia County is not completely in control of.

Section 3: User Registration

This section describes the process for establishing the Columbia FTP Server account. Please follow the procedure provided below.

The following list describes the process for setting up an Account-based FTP account for a Columbia County customer:

1. The Columbia County Tax Commissioners Office will provide a copy of the Account Request Form to the customer. (See Appendix A)
2. When the customer has completed the application they must return it to the Columbia County Tax Commissioners Office Representative.
3. Columbia County Information Technology will set up an FTP Account and password within 5 business days of receipt of the application.
4. Columbia County Tax Commissioners Office will contact the customer to verify information and communicate the individual password for the account.
5. Columbia County Tax Commissioners Office will conduct a test file transfer with the customer.

Section 4: User Access

The Columbia FTP Server can be accessed via the World Wide Web at the following location:

I.P. 68.216.79.104

The server may be accessed from any FTP application. Anonymous sign-in is NOT provided.

It is necessary when accessing via a browser to provide your ID and Password along with the I.P. address. This can generally be done with the following command:

FTP://username:password@68.216.79.104/escrow/download

FTP://username:password@68.216.79.104/escrow/upload

Once logged in, the user will be in a private (not accessible by the general public) folder. Columbia FTP Server is not a stream file server, and requires that the Columbia County Tax Commissioners Office generate files in advance. In order for your file to be created please contact the Columbia County Tax Commissioners Office at (706) 261-8299.

Access to the FTP Server is limited to a one-week duration, unless prior arrangements have been made. Once an ID has been activated, the ID will be monitored for activity, after one week will be deactivated.

** Contact Columbia County Tax Commissioners Office Personnel prior to transmitting a file. Have file information available.

Section 5: Escrow Payment Processing

The billing file contains all properties located in Columbia County Georgia. The payment file should include only the records to be paid. Requesting all properties will help reduce the number of missing parcels for the Lending Institution that is not in the file.

File Specifications: (95 character fixed length text file)

Receipt Number	01-07(used for billing and payments)
Map and Parcel	08-32(Map and Parcel Number)
Owner Id	33-45(Not Used)
Lender Id	46-58(Owner of Mortgage)
Responsible Id	59-71(Responsible for taxes)
Mortgage Account	72-84(Mortgage Account/Loan Number)
Amount	85-95(Billing/Payment Amount)

NOTE

Receipt number and amount fields are numeric, all other fields are alpha numeric and left justified. Also, the amount has two decimal places.

Compress file using WinZip, PKZip, UNIX compression, etc.

Additional Information:

Please contact the following for additional information.

General Information:

Kay K. Allen
Columbia County Tax Commissioner
Attention: Diana Hamilton
P.O. Box 3030
Evans, GA 30809

Telephone: (706) 261-8299
Facsimile: (706) 312-1357

Technical Information:

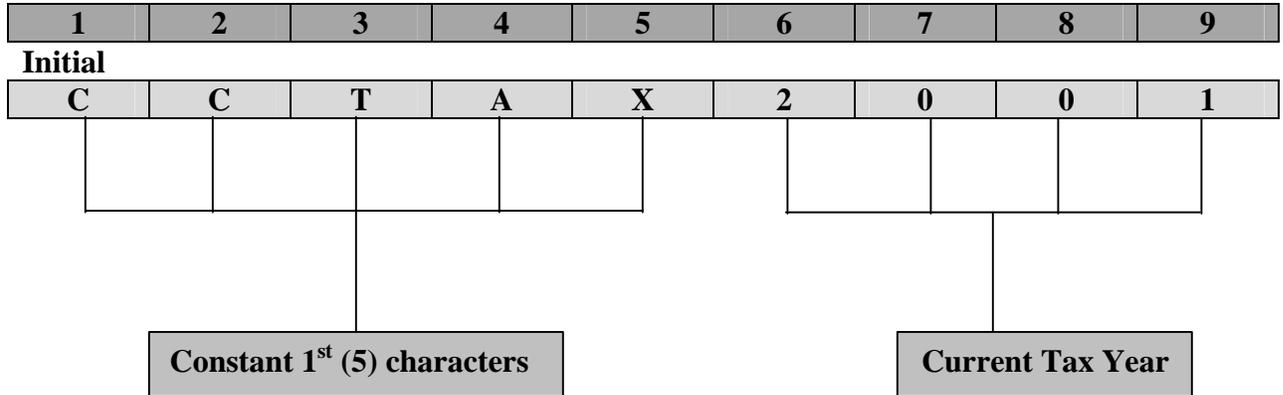
Columbia County Information Technology
Attention: Sean McArdle or Larry Hobbs
P.O. Box 498
Evans, GA 30809

Telephone: (706) 868-3393
Facsimile: (706) 868-3398

Section 6: Escrow Billing File Naming Standards

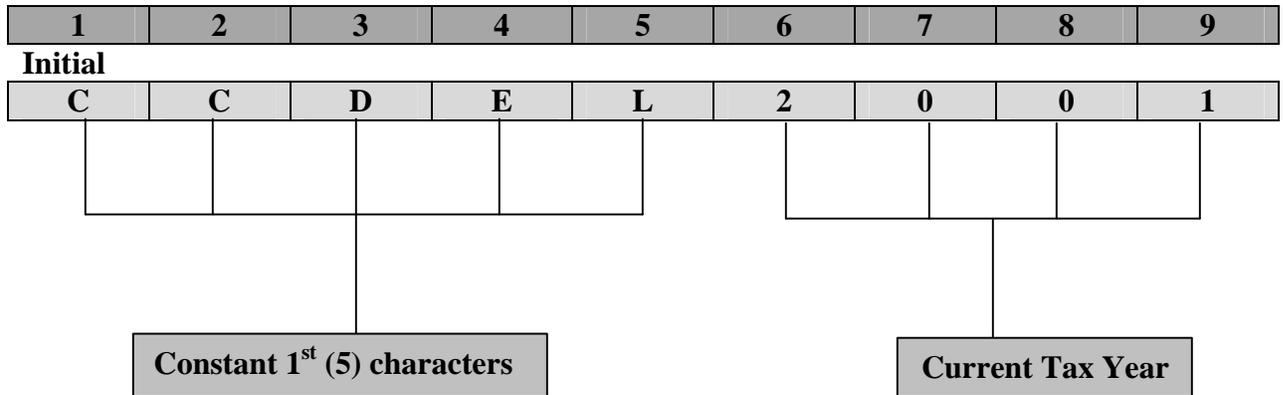
Current Tax Year Billing File Standard

Billing File Name – 9 Character fixed length



Delinquent Tax File Standard

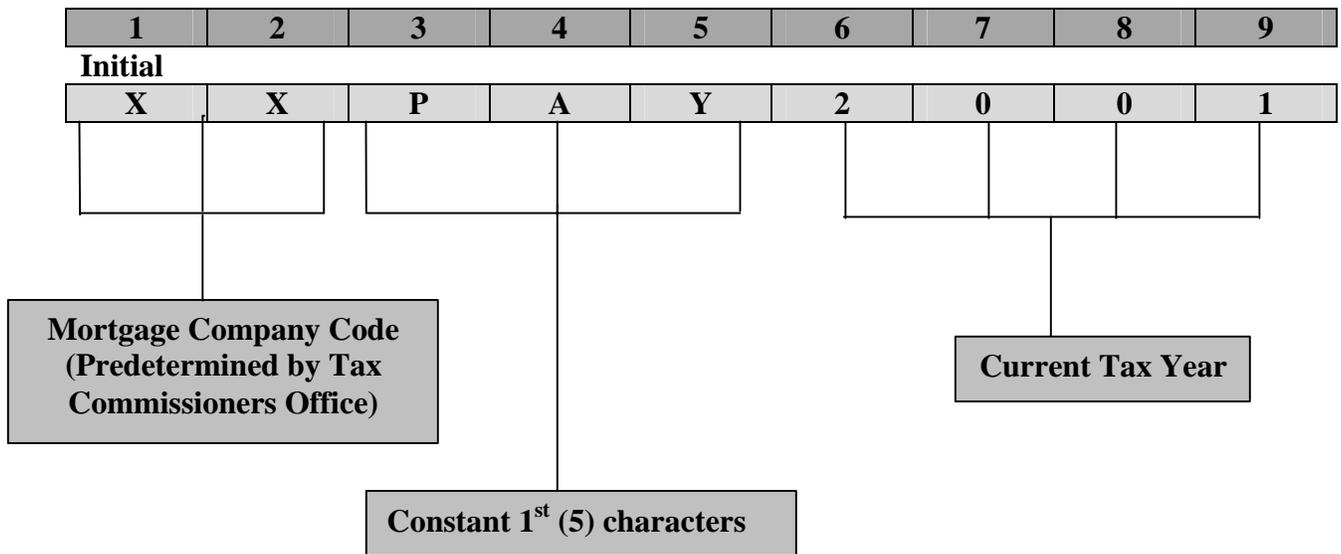
Delinquent Tax File Name – 9 Character fixed length



Section 7: Escrow Payment File Naming Standards

Payment File Standard

Payment File Name – 9 Character fixed length



Appendix A:

FTP Account Request Form

Mortgage Company Escrow Payment FTP Processing
Account-based FTP Server
User Guide

ACCOUNT-BASED FTP SERVER

Account Request Form

Customer Name		
Customer Address		
City	State	Zip
Business Phone Number	Business Fax Number	
Contact Name	Contact Title	
Contact Phone Number	Contact Email Address	

Access to the Columbia County FTP Server is limited to business transactions only. Columbia County shall not be held liable for information exchanged via the Internet.

<i>COLUMBIA COUNTY INFORMATION TECHNOLOGY USE ONLY</i>		
Assigned User ID	Password	
Date of Original Activation	Created by	
Date of Revocation	Reason	
List types of Files to be Transferred and Dates		

Fax or mail completed request form to:

**Kay K. Allen
Columbia County Tax Commissioner
Attention: Diana Hamilton
P.O. Box 3030
Evans, GA 30809**

**Telephone: (706) 261-8299
Facsimile: (706) 312-1357**
